

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department services or divisions. An employee of this class may also be required to perform the duties of the Police Chief in the Chief's absence. Employees of this class assist in performing personnel management functions for the department; oversee the preparation and maintenance of records and reports required to document department activity; perform public relations functions; and assist in managing the care, maintenance, and use of department equipment, vehicles, and property. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with a high degree of independence, with special assignments received from the Police Chief. This class ranks directly below and has work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Police Chief in the Chief's absence. Manages one or more assigned police department services or divisions. Supervises assigned functions of the department and develops procedures to accomplish aims of the division. Organizes assigned functions, including making decisions on officer deployment. Evaluates new laws, regulations, ordinances, and court rulings and makes recommendations for changes in operational procedures or policies. Investigates accidents involving department equipment or personnel and assists the Police Chief in developing and implementing a safety program. Participates in an internal affairs review process to investigate any violations of the code of conduct. Reviews incoming communications and routes work to the appropriate person or location.

Insures that accurate records of department activity are maintained. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Completes records and writes reports required to document the activity of the department. Writes letters in answer to written or oral requests or as needed to handle problems of the police service. Assists in the preparation of news releases or any other type of official department position paper for publication.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members. Supervises the conducting of tours of the department facility for school or civic groups. Answers inquiries or handles complaints from the public about the operation of the police department. Serves as an official department representative at any meetings assigned.

Assists in determining and developing a crime prevention or community relations program by analyzing local crime problems and using department records or information gathering devices such as polls and surveys to identify these problems. Oversees the production of instructional materials, speeches, and demonstrations on crime prevention or related law enforcement topics to be delivered by assigned department members in the community relations program.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Inspects the appearance of assigned personnel and equipment. Assigns duty areas and work schedules; approves leave. Evaluates work performance of subordinates. Reviews reports written by subordinates. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Manages the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects equipment or property after repairs to see that repairs were properly accomplished. Supervises the preparation of specifications on police department equipment for public bids. Reviews products with sales representatives, and purchases equipment and supplies, keeping such purchases within the established budget. Supervises the inventory control for the department.

Manages law enforcement functions of the department, including patrol, traffic control and accident investigation, criminal investigation, special operations, and handling of juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to

perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least two (2) years immediately preceding closing date for application to the board.

CO	01-04-75
Rev	12-23-92
	06-12-96
	05-12-08